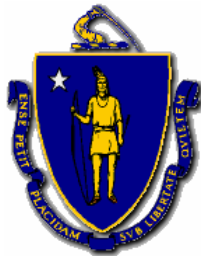


# PROCUREMENT AND CONTRACT FORMS GENERAL CONDITIONS DIVISION ONE

FRONT ENDS FOR MODERNIZATION AND  
DEVELOPMENT OF STATE-AIDED PUBLIC HOUSING  
**BUILDING RELATED PROJECTS**  
**\$10,000 - \$25,000**

9/09/2009

**Massachusetts** Department of  
*Housing and Community Development*



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## INSTRUCTIONS TO AWARDING AUTHORITIES

The attached "Front End" template will help Local Housing Authorities (LHA) take advantage of these simplified procedures.

## PROCUREMENT OVERVIEW FOR JOBS \$10,000 - 25,000<sup>1</sup>

The LHA is responsible for the bidding process as follows:

1. LHA prepares a bid package - use the guideline found on page 2.
2. LHA advertises the project in the Central Register and posts in a conspicuous place at the LHA
3. LHA distributes Bid Documents to prospective bidders, (include prevailing wage rates) and maintains a list of all contractor's names and addresses requesting documents
4. LHA receives, opens, reviews Bids.  
Bids must be opened in public, immediately after the time deadline for receipt of bids that is listed in the Advertisement
5. LHA Awards Contract to lowest eligible/responsible Bidder.
6. LHA notifies the low bidder of Award.
7. Contractor completes the Contract package including the following and sends it to the LHA, (these documents are available online at the DHCD Website [Construction Contracts & Bond Forms](#))
  - a. Owner/Contractor Agreement,
  - b. Contractor's Corporate Vote, (if appropriate) and
  - c. Contractor's Bonds and Insurance.
8. LHA signs Contract, sends to DHCD for approval.
9. DHCD validates the Contract, returns to LHA, and
10. LHA schedules a Preconstruction Conference and Issues a Notice to Proceed to Contractor

**Please consult with your DHCD Project Manager if you have any questions or need assistance with this process**

<sup>1</sup> Operating Reserve Jobs must be assigned a DHCD Fish #. Therefore, once you receive budgetary approval from your Housing Management Specialist you must contact your Project Manager in DHCD's Project Development Unit.

## PROCUREMENT FORMS

There is an example of each document in the template package. If you find that something is missing or you have a question about how to complete a form, contact your DHCD project manager.

### ☐ **Public Notification**

Also referred to as the advertisement

- ☐ *Complete all information required on this form*
- ☐ Place the notification in the Central Register.
- ☐ It must appear one time at least two weeks before the deadline for submitting bids.
- ☐ *If you wish to require more than the statutory bonds include the requirement in the Public Notification (Advertisement)*

### ☐ **Instructions to Bidders (2 pages)**

### ☐ **Form for Bid (1 page)**

## CONTRACTING FORMS

*(Include the following forms as provided. The forms are provided to the Bidders or informational purposes. Actual forms should be sent to the low bidder once determined. The forms are also available on DHCD's web site [Construction Contracts & Bond Forms](#)*

### ☐ **Owner - Contractor Agreement**

### ☐ **Affidavit of Vote of Authorization - (Corporate Vote) (1 page)**

### ☐ **Payment Bond (1 page)**

## GENERAL CONDITIONS (6 PAGES)

The template includes a 6 page General Conditions section that provides an abbreviated document that covers the items that are absolutely required for projects in this dollar range. This document should be printed and included in the Procurement package as provided (without change).

## DIVISION 1

The following two sections of the Bid Package need to be modified to suit the specific needs of each project. If you do not have a consultant to help prepare the technical specifications, contact your DHCD project manager to develop a strategy for specification preparation and review.

*Prepare a Division 1. You can use the template format provided or you can create as many sections from the list of Division. 1 sections as may be appropriate for your job.*

## DESIGNERS GUIDE ♦ DHCD FRONT ENDS

• Instructions for Preparation

### c.149 Building Related Projects \$10,000 - \$25,000

*Research each section and complete all of the necessary information to suit the needs of your project.*

- ☐ Obtain the necessary **Wage Rates** online from the Department of Occupational Safety

[Prevailing Wage Rates Request Form - Online](#)

*include them in the Division 1 regardless of which format you select*

**ALL WORK** done at LHA owned property requires the Contractor to pay Massachusetts Prevailing Wages

**NO EXCEPTIONS !!**

- ☐ **Technical Specifications + Drawings**

*Attach a copy of the technical specifications and any drawings that have been prepared for the project*